Wyoming Department of Health Developmental Disabilities Division Early Intervention and Education Program

Updated Family Survey Imple	mentation Plan
	(enter date)

Please use the Administration and Common Questions for the Family Survey as a guide to brainstorm how it may be implemented in your region. It's important to remember that the expectation is:

- Surveys are to be completed annually by one parent for each child that has received services for at least six months;
- Parents with more than one child in the program should complete a separate survey for each child that has been receiving services for more than six months;
- Regions must determine an administration process that will ensure completion of the survey by all parents regardless of native language, literacy level or desire to remain anonymous;
- Surveys should be completed on-site, during a visit to the home or via internet at a location of the parent's choice (we are looking for 100% return every year);
 and
- Surveys should not be mailed to parents unless to fulfill a parent request.

Please note that each region will need review their current plan, make revisions and submit a finalized version of this plan to the Early Intervention and Education Program by January 15, 2007

Region:
Work group facilitator:
1) How will the survey be administered? (face to face, group meetings, home visits etc)
2) When will the surveys be disseminated for parents to complete? (In conjunction with IEP/IFSP meeting, parent/teacher conference or other scheduled time)

3) Who will provide the survey to parents and explain the purpose of the survey?	
4) What staff will assist parents in the completion of the survey if requested?	
5) Who will be responsible for collecting the surveys and submitting them to DDD?	
6) What steps will be taken to support parents with low literacy or non-English speaking parents?	
7) How and when will the region update this plan (recommend annual review of family survey plan)?	